

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, FBIS

DATE: 1 December 1957

FROM : Chief, Hokkaido Bureau

SUBJECT: Letter of Instruction Format

1. The division of the Letter of Instruction into two sections has proved most advantageous at this Bureau. Items of general interest and selected comment on this and other Bureaus has had a stimulating effect on the non-American staff as well as raised their professional interest in seeing their Bureau mentioned only in the best light.

2. While recognizing that there are few instances in which this Bureau can merit mention on a month-by-month basis, the method of developing citations to other Bureaus such as the 13 November Letter direction to the Mediterranean Bureau to limit Criticisms (4 b), and the 12 September Letter praising the Okinawa Bureau for its alertness and initiative (6 a) and the comment thereon has been particularly appropriate for use here. Similarly, specific reference and illustration such as the general Editorial remarks in the 10 October Letter (1 a-f) are very valuable.

3. Due to the limited area dealt with at this Bureau the expanded, illustrated instances concerning procedures, successes, and failures is judged to be manner in which the divided format of the Letter of Instruction can best be exploited here.



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